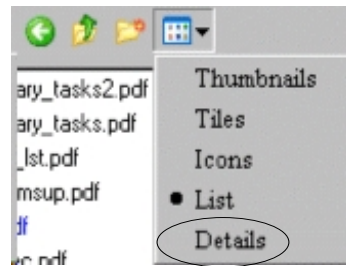**TO SPLIT A PDF DOCUMENT**
Open Adobe Acrobat (Not Reader)
File, Open to locate the document
Change the "View Menu" to "Details"

Look at the size of the document - document size may not be bigger than 5000 KB or 5 MB

In the example above, document #1 would have to be split into 2 parts.
Open the document
Document #1 is163 pages - so pages 82-163 will be removed.
From the Menu Bar, choose: Documents, Pages, Extract
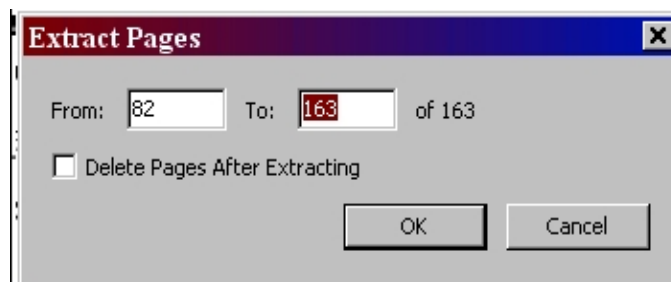
Enter the pages to be removed - **DO NOT** check the box to "Delete Pages after Extraction"
Click OK
The new document consisting of pages 82-163 is now in the window. Choose: File, Save As and
save the document to the appropriate directory with the appropriate name.
Close that document
The original document is still there, with all pages.
Pages 82-163 have now been saved, it is safe to delete them from the original document.
From the Menu Bar, choose: Documents, Pages, Delete.
Enter the same pages as before. Click OK.
A Confirmation Screen comes up before final deletion, Click Yes.
Save the modified document.